



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

October 5, 2007

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – Secretary of the Navy Advisory Panel

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR, § 102-3.85, intends to establish the Secretary of the Navy Advisory Panel.

This discretionary advisory committee shall provide the Secretary of the Navy with independent advice and recommendations on a wide range of Department of the Navy issues, to include policy, intelligence and industrial production.

The Department of Defense has determined that establishment of the Secretary of the Navy Advisory Panel is essential to advise the Department of Defense on critical issues facing the Department of the Navy and Secretariat. Consideration was given to aligning the committee under an existing DoD-Supported Federal advisory committee; however, it is DoD's determination that the specific needs of the Secretary of the Navy cannot be served by any existing advisory committee.

The committee membership shall not exceed 15 members and, with the exception of travel and transportation allowances, the members shall not be compensated. The Department of Defense, to achieve a balanced membership, will include a cross-section of renowned authorities from industry and academia directly affected, interested and qualified to advise the Department of the Navy on policy, intelligence and industrial production matters.

The committee is authorized to establish subcommittees, and the committee and its subcommittees will operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and 41 CFR, Parts 102-3 through 102-3.185.

Prior to submitting a Federal Register notice and subsequently filing the committee's charter with the Library of Congress and the appropriate congressional committees, the Department of Defense respectfully requests that the Committee Management Secretariat review and approve the charter (attached). The charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.



If you should have any questions about this charter please contact my point of contact, Mr. Jim Freeman, at 703-601-2554, extension 128.

A handwritten signature in black ink, appearing to read "Frank M. Wilson", with a stylized flourish at the end.

Frank M. Wilson
Committee Management Officer
for the Department of Defense

1 Attachment
Proposed Charter

CHARTER
SECRETARY OF THE NAVY ADVISORY PANEL

- A. Official Designation: The Committee shall be known as the Secretary of the Navy Advisory Panel (hereafter referred to as the Panel).
- B. Objectives and Scope of Activities: The Panel, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), shall provide the Secretary of Defense, through the Secretary of the Navy, independent advice and recommendations on critical matters concerning the Department of the Navy.

The Panel's focus will include acquisition reform, the shipbuilding defense industrial base, intelligence organization, and related maritime issues.

The Secretary of the Navy or designee may act upon the Panel's advice and recommendations.

- C. Panel Membership: The Panel shall be composed of not more than 15 members, who are eminent authorities in the fields of national security policy, intelligence, science, engineering, or business and industry. Panel Members appointed by the Secretary of Defense, who are not full-time Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Panel Members shall be appointed on an annual basis by the Secretary of Defense, and with the exception of travel and per diem for official travel, they shall serve without compensation.

The Secretary of the Navy shall select the Panel's chairperson from the total membership.

- D. Panel Meetings: The Panel shall meet at the call of the Designated Federal Officer, in consultation with the Secretary of the Navy and the Chairperson, and the estimated number of Panel meetings is 3 per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer shall attend all Panel and subcommittee meetings.

The Panel shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Sunshine in the Government Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate Federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Panel, and shall report all their recommendations and advice to the Panel for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Panel nor can they report directly to the Department of Defense or any Federal officers or employees who are not Panel Members.

- E. Duration of the Panel: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Office of the Secretary of the Navy, shall provide administrative and support services as deemed necessary for the performance of the Panel's functions, and shall ensure compliance with reporting requirements of 5 U.S.C., Appendix, as amended.

Additional information and assistance, as required, may be obtained from other components of the Department of Defense with contracting authority, support contractors, including DoD Federally Funded Research and Development Centers for studies and analysis support.

- G. Termination Date: The Panel shall terminate upon completion of its mission or two years from the date this Charter is filed, whichever is sooner, unless it is extended by the Secretary of Defense.
- H. Operating Costs: It is estimated that the annual operating costs, to include travel costs and contract support, for this Panel is \$75,000.00. The estimated annual personnel costs to the Department of Defense are 1.0 full-time equivalent.
- I. Charter Filling Date: